

PART 2048 - POSITION CLASSIFICATION

Subpart I - Classification Files

§2048.401 General.

This Instruction provides guidelines for maintenance, by each employing office, of Master Copies of Standard and Prototype Position Descriptions (both current and abolished), which are kept in the Agency's "Job Specifications Manual," and the maintenance of Official Classification Files, including copies of both current and abolished official position descriptions, as required by the Office of Personnel Management (OPM) and the Department's Office of Personnel (OP). The official position description includes both the properly completed AD-332, "Position Description," and the attached description of duties.

§2048.402 Master copies of Standard and Prototype Position Descriptions, issued by "Job Specifications Manual Change Notices," - State Office Jurisdictional Area. (RD Instruction 2048-B, §2048.54(a) provides information on setting up a Job Specifications Manual.)

(a) Standard Position Descriptions. These position descriptions are maintained in the first section of the Job Specifications Manual. These master copies should be filed in order by series from lowest to highest and within each series in descending grade order (from the highest to the lowest). All position descriptions must be filed in the master manual whether in use or not.

(b) Prototype Position Descriptions. Prototype position descriptions are filed following the section containing the standard position descriptions in the Job Specifications Manual. Jobs are filed in series and grade order as noted in §2048.402 (s).

(c) Abolished Standard Position Descriptions. Abolished Standard Position descriptions are filed in a separate manual marked "Abolished Standard and Rescinded/Revised Prototype Positions" behind a tab marked "Abolished Standard P. D.s". Abolished standard positions are filed by series in grade order as noted in §2048.402 (a). When a standard position is abolished, the following statement is entered under "Remarks", Abolished _____, Change Notice No. _____, Dated _____.

(d) Rescinded or revised Prototype Position Descriptions. These positions are tiled in the back of the binder containing the abolished standard position descriptions behind a tab marked "Rescinded or Revised Prototype P.D.s." They are filed by series in the margin as to what action has been taken, such as: position description revised and reissued by Change Notice No. _____, Dated _____, or position description rescinded by Change No. _____, Dated _____.

DISTRIBUTION: P

Personnel
Position Classification

§2048.403 Official Classification Files. Each employing office shall maintain Official Classification Files in the following manner:

- (a) The required supervisory certification (block 20 of the AD-332) must be obtained from the immediate supervisor prior to the establishment or classification of any position, standard, prototype, or nonstandard.
- (b) When a position is to be established in an organizational unit, the completed cover sheet (AD-332) with the description of duties attached should be forwarded to the immediate supervisor for review and certification. When returned, the classification certification, block 21 of the AD-332 for nonstandard and prototype positions, is then signed by a person with delegated classification authority to classify the position. (Block 21 for standard positions has already been signed in the National Office at the time the standard position was issued for the State's use.) When signed by both the supervisor and classifier, the AD-332 with attached description of duties is then considered the official position description for that individual position.
- (c) Established position descriptions are to be numbered consecutively. For positions established in State Offices or the Finance Office, an identifying symbol shall precede the number.
- (d) All official position descriptions (either the original or a copy as appropriate) for individual positions are filed by organization following the format of the Position Organization Listing (POL), i.e., in descending grade order (highest to lowest). Position descriptions within the same organization which are the same grade level are filed in order by position number.
- (e) Abolished position descriptions for individual positions will be kept in a separate file and filed by series (from lowest to highest), and by grade in descending order, and then by position number, from lowest to highest. The abolished positions shall be marked "Abolished" with the date of the abolishment. When abolishing nonstandard positions, the Personnel Division must be notified in writing quarterly of all positions abolished during the quarter.

§2048.404 National Office Classification Files. National Office classification files of official position descriptions (AD-332 and the attached description of duties) are filed following the format described in §2048.403. The National Office also maintains classification files for State and Finance Office position descriptions, as necessary, using the format described in §2048.403. The original official position descriptions of positions classified by the National Office are kept in the National Office. A copy is sent to the employing office where the position is located.

§§2048.205 - 2045.450 [Reserved]